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# Example of Business Controller Job Description

Our growing company is looking for a business controller. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for business controller

* Regular meetings with Country Manager / Sector Leader to assist in the review of country / sector finance issues in the sector, recognise and manage corrective actions
* Prepare monthly and quarterly financial statement certifications to lenders and other agencies
* Prepare cash flow forecasts for the company
* Establish and implement internal audit program with internal auditors to ensure Sarbanes-Oxley compliance
* Act as liaison with external auditors and lenders regarding financial reporting, reconciliations and loan covenant compliance matters
* Provide information to the Tax Director as it relates to all tax matters, including planning, return preparation and compliance
* Act as liaison with FP&A as it relates to budgets, forecasts and other related analyses
* Assist in financial modelling and forecasting for various initiatives (eg
* Compile detailed presentation documents and related materials as support for the analysis
* Interact regularly with senior management and influence the manner in which his/her analyses are communicated

## Qualifications for business controller

* Experience in a Retail Finance environment
* Develop a robust understanding of the Company, its products, its markets and its internal organization in order to form an objective perspective, detect trends and provide insightful, provocative analysis and communicate this effectively to senior management
* Report on the Revenue, Cost of Sales and Operating Expenses aspect of the Automotive Sales team and Automotive Channel Marketing group
* BA/BS/BBA degree required, Finance majors preferred (but will consider other quantitative/analytical academic backgrounds)
* Experience with monthly and quarterly corporate forecasting and financial reporting
* Experience with Budgeting and Planning systems preferred (Hyperion)